

## **NON-ATTORNEY DUTIES AT LEGAL CLINIC**

As a non-attorney, you would be responsible for screening applicants for financial eligibility. Using the procedures learned in Orientation (if applicable), you will use income, assets, family size, and allowable deductions to determine if an applicant qualifies for free legal services.

**Please note: For ALL non US citizens, you must verify resident status. Record in the comment section of eligibility from which documents presented:**

- the document name (i.e., Resident alien or “green” card);
- the document number;
- the expiration date; and
- sign your name to verify that you actually saw the document.
- Remember, non US citizens do not sign the second signature line.

You will interview each applicant and record relevant Case notes for the interviewing attorney to review prior to meeting with the applicant.

When volunteering at the BWLA Agreed Divorce Clinic and the Wills Clinic, you may be called upon to generate legal documents and act as a witness for document execution.

**Please note, all clinics are “walk in” clinics and the number of applicants varies from month to month, and from clinic to clinic.** There may be instances when you have more than enough work or little to none.